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ABSTRACT

This manual is designed to provide guidance for Illinois community college districts in preparing program proposals, applications for approval of courses or units of public service, or applications for reasonable and moderate extensions of approved programs. After an overview of the program approval and program review processes, the next five sections of the report outline specific procedures. The first of these sections discusses approval of units of instruction by the Illinois Community College Board (ICCB), covering topics such as action on new majors, withdrawal of a unit of instruction, cooperative instructional programs, statewide and regional instructional planning, contracting with other schools for instruction, and approval of extension programs. The next section focuses on approval of courses, considers the documentation required by the ICCB for new or revised courses, changes in course data, course classification, credit criteria, accelerated courses, and independent study. The final sections outline procedures for the approval of units of public service; for the approval of funds under the Disadvantaged Student Grant Program; and for the approval of units of research. Appendices include a list of the 32 occupations for which programs of instruction must meet state licensing requirements and a sample of ICCB forms for program approval with accompanying instructions. (KL)

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Illinois Community College Board

PROGRAM APPROVAL PROCEDURES MANUAL

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Illinois Community College Board

PROGRAM APPROVAL PROCEDURES MANUAL

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FOREWORD

On July 21, 1978, the Illinois Community College Board (ICCB) approved a revised Policy Manual for the community colleges of Illinois. The intent of the revision was to amend the 1975 edition of the ICCB Manual of Policies, Procedures, and Guidelines so as to separate policies from procedures and guidelines. This would provide a single policy manual which would then be filed with the Office of the Secretary of State as the official "rules" of the ICCB in accordance with the Illinois Administrative Procedures Act of 1977.

In adopting the new Policy Manual, the ICCB approved a recommendation of its Ad Hoc Committee, which had developed the document, to "...prepare procedures and/or operating manuals to implement policies...." These procedures are intended to provide clear and understandable statements concerning appropriate plans, steps, and requirements of colleges for implementation of ICCB policies. They are designed to establish and maintain orderly, effective, consistent, and efficient operations of the community colleges insofar as compliance with ICCB policies is concerned.

Separate procedures manuals have been developed to implement ICCB policies. They are as follows:

Recognition Procedures Manual
Program Approval Procedures Manual
Uniform Accounting Procedures Manual
Unit Cost Study Procedures Manual
Capital Projects/Site and Construction Procedures Manual
Management Information System Procedures Manual
Resource Allocation and Management Plan (RAMP/CC)--Distributed by IBHE

The Program Approval Procedures Manual provides expanded definitions where applicable and describes the processes for approval of units of instruction, public service, and research. The primary intent of this Manual, however, is to provide a source that may be used by local college districts for guidance in preparing program proposals, applications for approval of courses, applications for approval of units of public service, and applications for other types of reasonable and moderate extensions of ICCB approved programs. A sample of ICCB forms with accompanying instructions on how to complete them are included as appendices to this Manual.

This Manual is intended as a means of implementation of ICCB approved policies, rules, and regulations. A conscious attempt was made not to repeat requirements stipulated in statute or ICCB policies. In some instances, however, for clarity definitions appearing in one of these other sources have been repeated or expanded with appropriate examples.

PROGRAM APPROVAL

In accordance with the provisions of the Illinois Public Community College Act and the ICCB Policy Manual (especially Chapter Six on "Program Approval"), the procedures for program approval are:

Submission of Applications for New Units of Instruction, Research, and Public Service

A. Colleges submit applications to ICCB for new units of instruction, research, and public service duly authorized by the district board in accordance with instructions and forms provided from the State Board offices.

   Insofar as possible, applications for all new programs are expected to be submitted as part of the annual RAMP/CC report.

B. Staff Action--Initial review of application is made by ICCB staff.

   ICCB staff informs appropriate responsible and interested persons, offices, agencies, and institutions of new program applications. ICCB staff act as liaison with other state agencies; however, it is the applicant's responsibility to see that all licensure, registration, and/or accreditation requirements are met before program approval can be recommended (see Appendix A).

C. Communication is established with the college regarding progress of the staff study and review. Additional information may be requested from the college when appropriate.

D. ICCB Action--Following study and review of each application requiring ICCB action, staff recommendations are submitted to ICCB.

E. Action by IBHE and Others--If approved, ICCB action is then transmitted to IBHE and other appropriate agency or office for consideration and action.

F. Final Notice--The ICCB Office notifies the applicant of final action (aporoval or disapproval) on each proposal.

PROGRAM REVIEW

The IBHE has a statutory requirement to periodically review programs that have been in operation for some time. This review is to be conducted in cooperation with the ICCB and the local community colleges. Usually a particular issue of concern in the community college system or a specific program area will be selected for review any given year. The procedures for conducting such review may vary depending on its emphasis and, therefore, would be included as a part of the memorandum notice that a program review will be conducted during a fiscal year on a particular topic. It is, therefore, inappropriate to try to describe procedures in this Manual.

APPROVAL OF UNITS OF INSTRUCTION

Action on Units of Instruction

A. New unit of instruction as defined in Section 102-3 of the Illinois Public Community College Act. ICCB and IBHE action required.

B. Categories as defined in ICCB Policies #6.01.01, 6.01.02, 6.01.03, and 6.01.04 include:

1. Field of Instruction--requires ICCB and IBHE action.
2. Curriculum--requires ICCB and IBHE action.
3. Majors (Options)--requires ICCB staff action (see "D" on Page 5).
4. Courses--requires ICCB staff action.
5. Other categories as specified in ICCB Policy #6.02, including the establishment of a college, school, division, institute, or branch campus--requires ICCB and IBHE action.

Action on New Majors (Options)

C. Changes in approved units of instruction

1. Major Option as defined in ICCB Policy #6.01.03 (request approval on Form 21--see Appendix B).

Authority is delegated to the ICCB staff for the review and approval of new majors (options) including new certificates or degrees of previously approved instructional curricula and fields of instruction. The ICCB staff will notify the IBHE staff of all approvals of majors and options. In addition, the ICCB staff shall submit any majors and options to the ICCB and IBHE where (a) more than three full-time equivalent (FTE) instructional staff members are employed; (b) equipment costs exceed $25,000; (c) new laboratory facilities are required; or (d) where there are statewide or regional program implications.

2. Program Changes--Requests for program changes are submitted on ICCB Form 20A (see Appendix B). Upon receipt of such a request, the appropriate ICCB staff member(s) will review the request for changes in relation to program structure and take action in accordance with one of the procedures listed below:

a. Change in Program Name--In the event that it is a simple change of name with no significance regarding curriculum structure, and no new courses to be added or previous courses to be changed, the name change will be entered in the records of the ICCB Office and other agencies will be advised.

b. Change in Program (New Courses)--In the event the change includes a modest program revision with several new courses to be added or several previous courses to be revised, the staff will process the change in the ICCB Office register, advise other agencies accordingly, and advise the college to submit an application for action under the procedures for new course(s).

c. In the event the change reflects a significant modification of a program beyond the definition of "reasonable and moderate extension," the college will be requested to submit an application for a new unit of instruction for ICCB action and a request for "withdrawal" of the old program.

D. Criteria for Unique Programs

1. Operation of Single Baccalaureate-Oriented Curriculum--There are special obligations that occur when a college develops a single baccalaureate-oriented curriculum. Such curricula are subject to the following conditions:

a. The degree awarded to the student for a single baccalaureate-oriented curriculum in Arts or Science should not list any major or other curriculum name.

b. In all curriculum enrollment reports submitted to the ICCB, the college must identify the baccalaureate-oriented students in the curriculum category assigned to the program when it received ICCB approval.

2. Associate in Liberal Studies Degree--The Associate in Liberal Studies Degree may include any associate degree level or credit certificate courses in the baccalaureate-oriented, occupational, or general studies programs, but cannot include any developmental or remedial course and is not intended to be a transfer degree program.

As part of the ALS Degree approval process, the college must submit a copy of its plan to the ICCB with the application for approval of the ALS Degree. Each college is required to identify its plan for developing an individualized program of study for the student when he/she is admitted to this degree program.

Withdrawing a Unit of Instruction

E. Withdrawing a Program

The withdrawal of an approved unit of instruction is initiated by the college when it decides to suspend operation of the program. The Form 20A is submitted; and after action is taken by the ICCB staff (including MIS processing), the college is notified of the action.

Cooperative Instructional Programs

F. Cooperative Programs

Colleges wishing approval for a new unit of instruction or public service to be offered through cooperative arrangements with another public community college that has prior approval for such new unit of instruction or public service, should submit a letter indicating the desire to offer such a cooperative program and submit a copy of the cooperative agreement with the letter. The letter and/or contract shall address itself to standards and policies of the ICCB.

The college approved for a cooperative program which sends students to another college for specialized training is permitted to list such approved cooperative programs in its catalog as long as they are properly identified as cooperative programs and the name of the college offering the specialized occupational training must be identified in the student's permanent record, on the student's transcript, on the degree or certificate awarded to the student, and on any statewide listing or inventory of approved curriculums and programs.

Classification and Definitions for Statewide and Regional Instructional Program Planning

G. Statewide and Regional Instructional Program Planning

1. District Program--A program which can be developed by each Illinois public community college district if justified by employer demand, student interest, and available resources in the district.

2. Area Program--A program dependent upon the needs of a geographical area larger than a single district. The number of area programs in a region is based upon a number of factors, such as population center, natural resources, location, industrial facilities, and manpower needs. An area program must allow space for students from other sections of the state. When program access cannot be obtained in neighboring community colleges and a definite need can be demonstrated, consideration is given for the approval of an area program by the ICCB.

3. Regional Program--A program serving a larger section of the state and so specialized that probably no more than one would be approved for a region. A regional program must provide space for students from any community college in the region, not just for the students in the district offering the program. Boundaries for the regions roughly coincide with the boundaries of the Illinois Community College Trustees Association's nine planning regions. However, regional boundary lines are not used

arbitrarily to exclude students, and a student's acceptance into a regional program is usually based on conditions relating to access (e.g., commuting time). Similarly, cooperative efforts between community college districts are not limited by arbitrary regional designations but are usually determined to favor student access.

4. Statewide Program--A program so specialized or unique that only one or two would be approved in the state. A program designated as a statewide program must allow for students from all parts of the state, not just students in the district, region, or area offering the program.

H. Interstate Agreement

1. State funding policies and procedures that are currently in use between Illinois community colleges, private colleges, and proprietary schools are to be followed by public community colleges when operating interstate cooperative agreements. In all such agreements, Illinois public community colleges are responsible for claiming, receiving, and accounting for state funding for Illinois residents.

2. Students who are Illinois residents and who are enrolled in Illinois community colleges which are engaged in interstate cooperative agreements will be eligible for Veterans' Scholarships and scholarships from the Illinois State Scholarship Commission.

3. In interstate cooperative agreements where no previous units of instruction or public service have been approved at the Illinois public community college for the particular programs and/or services involved in the agreement, the Illinois community college must gain approval of the ICCB and the IBHE for all new units, and these will be reviewed in consideration of the terms of the cooperative agreement. Approval by the state boards for units of instruction and public service must be given before the interstate cooperative agreement is implemented.

4. All interstate cooperative agreements involving Illinois public community colleges must be reviewed by the ICCB staff and presented to the ICCB identifying that these agreements meet all existing ICCB policies and procedures. In addition, it is recognized that review by the IBHE or its staff would be necessary before the cooperative contractual agreement goes into effect.

Criteria for Illinois Public Community Colleges Contracting with any Other Category of Schools for Instruction

I. An Illinois public community college contracting with any other category of schools for instruction shall have:

1. The instruction provided under contract reviewed and evaluated upon the same approval criteria utilized in evaluating any request for approval of a new unit of instruction by the ICCB.

2. The governing board of the community college certification to the ICCB that the following items are included within the contract:

   a. Administrative responsibility for the program rests with the community college.
   b. Provisions for program supervision include on-site visits.
   c. Admission policies are consistent with approved community college policies.
   d. Procedures are present for the maintenance of records for transcripts.
   e There are provisions regarding student tuition, fees, and other charges.
   f. The number of credit hours required and criteria for course completion within the program are consistent with ICCB policies.
   g. The student withdrawal policy is consistent with approved community college policy.
   h. Maintenance of liability insurance is required.
   i. Responsibility for faculty employment and evaluation is clearly identified.
   j. Availability of student auxiliary services is assured.
   k. Compliance with policies, rules, and regulations of other state approval agencies exists.
   l. Establishment and utilization of a representative advisory committee (where required) is guaranteed.
   m. Provisions exist for follow-up studies consistent with community college practices.
   n. Annual program and contract review is required.
   o. It is identified that all contracting schools meet statutory requirements and are approved by appropriate State of Illinois agencies and boards.

3. ICCB approval to offer the program shall be revoked upon termination of the contract.

Approval of Extension Program Courses

J. An Illinois public community college may provide instructional or public service activities at an extension center located outside the borders of its district under the following conditions:

   1. Extension programs in another community college district requires a formal agreement between the two community college boards, has been approved by each college board prior to the opening of classes at the extension center, and notice of said agreement accompanied by a copy of the agreement has been filed in the ICCB Office.

   2. Extension programs in a location not within the boundaries of any Illinois public community college district require approval by the ICCB (ICCB Policy #6.14).

Requirements--The college applying for approval of the extension program must provide the following:

a. Letter of application.
b. Scope of the program, including list of the proposed courses to be offered.
c. Indication of the period of time (calendar) for operation.
d. Copies of letters from the executive officer(s) of neighboring community college districts contiguous to the geographical regions where programs would be in operation.

The ICCB staff is authorized to approve renewal of such extension programs on an annual basis in accordance with ICCB Policy #6.14, and the colleges are required to submit a report of extension course offerings for any current year and the plan for the next year's extension course schedule on ICCB Form 23 (see Appendix B).

APPROVAL OF COURSES

Registry of Courses

A registry of all college credit courses taught in each community college is maintained at the ICCB Office. It is the responsibility of each college to keep the ICCB Office informed of significant modifications in course content or changes in methods of instruction and to submit appropriate forms to the ICCB Office for action.

A. New Courses Submitted with a New Unit of Instruction--New courses submitted for approval with a request for a new unit of instruction are evaluated by ICCB staff as a part of the review process for the requested new unit of instruction. The courses are approved when the ICCB and IBHE approve the unit of instruction. (Form 15 is used with all course approval requests--see Appendix B.)

B. New Courses Submitted for Approval--A new course submitted for approval as a reasonable and moderate extension of an ICCB approved unit of instruction is evaluated by ICCB staff to determine appropriate classification and whether the course is within the scope of the unit of instruction.

C. Review and Action on Courses--Proposed new courses are reviewed by ICCB staff for compliance with ICCB Policies #6.01-6.10, #7.01-7.06, #7.12, #7.18, and #7.19. If the courses are in compliance, the college is so informed and the courses are added to the register. In the event of questions about approval of the course, the college is contacted and review is continued until a final decision is reached.

A request for a new course is submitted on an ICCB Form 15 (see Appendix B) with supporting documents for ICCB staff evaluation, including a rationale for adding the course to the unit of instruction and a course outline or syllabus indicating:

1. The objectives of the course or the competencies expected to be gained.
2. The clientele to be served.
3. The catalog description of the course.
4. The type of instruction to be used.
5. The weekly student contact hours in lecture, laboratory, clinical/work-experience, and/or other instructional activity.
6. The length of the course if less than the normal semester or quarter.
7. The major units of instruction or major concepts.
8. The method(s) of evaluation of student performance.

After review of courses requested and approved by ICCB staff, notice of course approval will be mailed to the college.

D. Changes in Course Data or Withdrawing a Course--Requests for course data changes, including the transfer of a course to another program or withdrawal of a course from the ICCB course master file, are submitted on ICCB Form 15. The ICCB Office notifies the college of staff action on the requested changes after approval and processing.

E. Classification of Courses and Criteria for Approval--All courses shall be classified according to the program classification structure (PCS) and higher education general information system (HEGIS) codes found in the ICCB MIS Procedures Manual. The definitions of the following categories of courses may be found in the MIS Procedures Manual:

1. Course Categories:

a. Baccalaureate--The liberal arts and sciences preprofessional and general education courses commonly found in the first two years at the four-year institution.

Evaluation Criteria--A baccalaureate-oriented course request would normally include documentary evidence that articulation of transfer of credit to a minimum of three Illinois public universities has been achieved. Appropriate articulation exhibits include:

i. The results of statewide articulation conferences.
ii. Articulation exhibit forms sent in by public senior institution representatives.
iii. Supportive items from senior institution general catalogs indicating similar courses offered at the lower division level and accompanied by a letter from the community college affirming communication with said senior institutions and confirmation of course equivalency and transfer acceptance.
iv. Memorandums from ICCB based upon studies and conferences.

b. Career Occupational Courses--Occupational, technical, vocational, and career courses are designed to provide students with planned, coordinated, comprehensive experiences with goals to provide job training, retraining, and/or upgrading of skills to meet individual, local, and state manpower needs.

Evaluation Criteria--The following shall be considered by the ICCB staff in determining whether courses are classified as vocational-technical:

i. The curriculum and courses provide training for a specific occupation which will lead directly to employment, including training and skills development necessary for entering the occupation upon completion of the program.
ii. The curriculum and courses (learning experiences) have been developed as part of the total program with considerations given to recommendations of an advisory committee composed of persons associated with the occupational area.
iii. The curriculum and courses are intended to provide skills and knowledge which are appropriate in meeting the competencies of the occupation and lead to a certificate or degree.
iv. Work experience components are encouraged in the vocational-technical program as experience in a student's major.
v. An appropriate balance of general education courses in the curriculum is evident.
vi. Courses and curriculum are assigned occupational PCS and HEGIS codes.
vii. Courses are designated in sections of catalogs, bulletins, and other official college literature as occupational offerings.

c. Vocational Skills Courses--Courses providing for upgrading, retraining, or advancement in an occupation are classified as developmental for the review of vocational skills.

Evaluation Criteria--The following shall be considered by the ICCB staff in determining whether courses are classified as vocational skills:

i. Instruction to develop or review vocational skills may be a single course or series of courses relating to the same curricular area, but not necessarily sequential or culminating in nature. Usually, these are classified as beginning, intermediate, and advanced offerings.
ii. Vocational skills courses should show documentation of the employment area that would be served by the course.

d. Remedial/Developmental Education--Preparatory and adult basic education courses are approved for the purposes of developing basic skills in mathematics, reading, and English for adults and for helping individuals acquire other educational skills and knowledge necessary for pursuing other educational offerings at the community college. Courses in this category are applicable to a certificate but not to an Associate Degree.

e. General Studies--General studies courses are identified courses which are approved under the following certificate programs: personal development; homemaking; improving family circumstances; intellectual and cultural studies; health, safety and

environment; and community and civic development. Courses in this category are applicable to a certificate but not to an Associate Degree.

Evaluation Criteria--The following shall be considered by the ICCB staff in determining whether courses are classified as general studies:

i. Certificate programs in general studies are authorized to include credit courses only and may be of any length requested by the college.
ii. All general studies courses which meet the regular academic policies of the college for credit courses are eligible for apportionment funding if in compliance with ICCB policies.
iii. All activities which the college has designed and offered as courses which, in reality, are hobby, leisure-time, or recreational offerings shall not be classified as general studies but must be classified as either community education or community service programs.

f. Community Education--Community education includes those non-credit activities which are instructional in nature, have been established to provide an educational service to the public, and are not part of the degree-credit or certificate-credit programs. Community education includes non-credit classes, short courses, workshops, and seminars organized in a classroom format. Non-credit courses are not applicable to either a certificate or degree.

2. Course Credit Criteria:

a. Lecture/Seminar/Discussion Credit--For courses scheduled with students participating in lecture/discussion-oriented instruction, assuming the normal two hours of outside study for each contact hour (minimum of 50 minutes of class instruction), one semester hour credit or equivalent would be funded for a minimum total of 15 classroom contact hours of instruction per semester or equivalent. Persons in such study would normally spend one hour in class per week per semester for each credit hour.

b. Laboratory/Clinical-Laboratory Credit--For courses scheduled with students participating in laboratory/clinical-laboratory oriented instruction, assuming none or one hour of outside study for each classroom contact hour of instruction, one semester hour of credit or equivalent would be funded for each 30-45 classroom contact hours of instruction per semester or equivalent. Persons in study would normally be spending two or three hours in class per week per semester for each credit hour.

Normally persons participating in such classes which require some outside study would have to spend only two contact hours per week for one credit (minimum of contact hours of instruction per semster) while those with little or no outside study

would normally be required to have three contact hours of class instruction per week or equivalent (45 contact hours of instruction per semester). The amount of instructional supervision and type of instructional activities would be factors in the assignment of two or three contact hours of lab experience for a credit hour.

c. Internship/Clinical-Internship/Work-Study/Work Experience--For courses scheduled with students participating in internship, clinical-internship, work-study, work-experience, work-oriented instruction, one semester hour credit or equivalent would be funded for each classroom contact hour scheduled (minimum of 50 minutes) for 75 to 150 contact hours per semester or equivalent. Persons in such study would normally be spending five to ten hours per week per semester for each credit hour.

These internship experiences include those activities which are the result of implementing experiences gained in the classroom and the laboratory. It is assumed that the student will need only periodic supervision, since he or she is in the final stages of the program and about to assume a role in the world of work. State apportionment funding shall be limited to one semester credit hour of internship experience for each three semester credit hours (or its equivalent) of course work in the student's major curriculum.

F. Accelerated Courses--Procedures for approval of "Special Accelerated Courses Generating More Than One Credit Hour/Week": Courses included in the special purpose (i.e., CETA, Gifted, etc.) area and generating more than one credit hour per week. Requests are submitted in a proposal format (include Form 22) and are reviewed by staff for action to approve or disapprove.

1. Elements considered in the review by ICCB staff and the Credit Hour Review Committee include:

   a. The relationship to ICCB Policies #7.0-7.19 on state credit hour apportionment funding.
   b. The relationship to ICCB procedures for awarding credit for state funding.
   c. Documentation of need for an intensified or accelerated schedule (letters of support from community representatives).
   d. Student population identified with testing and screening to indicate special needs and/or special preparation or competencies.
   e. Cost data including funding from other sources (grants).
   f. Complete data on:
      i. How courses are intensified.
      ii. Schedule of classes and study time allotted for students.
      iii. Method of instruction--lecture hours, laboratory hours.
      iv. How students are evaluated.
   g. Time period of project (i.e., one year, one semester) and projected termination date.
   h. Follow-up on students (grades, completers, placement, etc.).
   i. Evaluation of prescribed activities for all programs.

2. The application for an exception to ICCB Policy #7.19 is made on ICCB Form 22 (see Appendix B).

Action Procedure:

a. College files application.
b. ICCB staff reviews and either approves or disapproves. Approval authorizes state funding.
c. If disapproved, the college may petition the Credit Hour Review Committee via letter to the Committee Chairperson with a carbon copy to the Executive Director of the ICCB.
d. The Committee would meet and review the college's petition.
e. If the Committee finds in favor of and upholds the ICCB staff decision, the college will be so notified of the disapproval. If the Committee finds in favor of the college, it will make a recommendation to the ICCB for approval of the college's request.
f. The ICCB either approves or disapproves the college's request.

G. Credit Hour Review Committee (Appeal)--The Committee reviews petitions from colleges objecting to course approval/disaproval decisions made by the ICCB staff in regard to the ICCB Policy #7.19 which stipulates that courses claimed for state apportionment normally may not result in the production of more than one semester credit hour per student for state funding. The Committee is called for a meeting to review any petition submitted by a college appealing an ICCB staff decision on this policy and makes a recommendation on such appeals to the ICCB when the Committee's findings are contrary to the ICCB staff decision.

H. Approval of Independent Study Courses--Requests for independent study courses are examined by ICCB staff to determine:

1. Whether the courses are designed to serve as capstones of instructional programs and include special educational projects for students with unusual interests and abilities.

2. Whether the courses are being offered in an Associate Degree program. (No independent study courses are approved for certificate level programs.)

3. Whether the independent study experience generally includes activities not normally obtained in the classroom. Independent study courses are not approved with respect to course content. Instead, the procedure an institution would use to conduct independent study courses is approved. Independent study procedures should include:

   a. A student petition for the study and/or an application from a student to be permitted to register for the course.
   b. Special screening of the student and approval of the special study by appropriate college officials.
   c. Assignment of faculty to supervise and evaluate the study.

   Some type of final documentation of the results of the study, filed permanently with the study outline in a centrally controlled location designated by the college. (Final documentation might be a final report, a term paper, or tape cassette.)

APPROVAL OF UNITS OF PUBLIC SERVICE

A. New unit of public service as defined in Section 102-3 of the Illinois Public Community College Act. ICCB and IBHE action required.

B. Categories as defined in ICCB Policy #6.02 and #6.03. New units of public service activities that involve an annual operating expenditure from whatever source of $250,000 or more and an annual operating expenditure from state appropriations of $50,000 or more.

C. Application for New Units of Public Service--Colleges submit a letter of request for approval to the ICCB staff and a copy of the proposal which contains the following minimum information:

1. Brief description of proposed activity.
2. Statement of need.
3. Number of participants to be served.
4. Description of participants to be served.
5. Quantifiable goals and objectives.
6. Evaluation criteria for proposed activity.
7. Description of linkages to educational, business, governmental, or other cooperating organizations.
8. Budget data outlining all costs and sources of revenue.

D. ICCB staff reviews letter of request and all pertinent information on proposed activity.

E. After review of each request for approval, ICCB staff recommends action by the ICCB.

F. If approved, ICCB action is transmitted to IBHE for consideration and action. If disapproved, the college is so notified.

G. The ICCB Office notifies the applicant of final action by all agencies regarding the proposal.

APPROVAL OF DISADVANTAGED STUDENT GRANT PROGRAM

A. Colleges submit to the ICCB an application packet (ICCB 40).

B. The application packet (ICCB 40) is reviewed by the ICCB (as outlined in the Application Review Form--ICCB 42) to determine whether it meets the intent of the law (Section 102-16 of the Illinois Public Community College Act.)

C. Upon ICCB approval of the application packet, approvals are sent to the college district.

D. Upon approval of the application budget per community college, disadvantaged student grant funds shall be vouchered setting forth an amount equal to 25% of the districts' total claims during August, November, February, and May.

E. Each community college district's expenditures of funds shall be limited to courses and services related to programs for disadvantaged students. (Allowable expenditures for DSGP funds shown as line items on budget schedule--ICCB 41--of application packet.)

F. Transfer of funds in any amount must have prior written approval from ICCB after the submission of the following:

1. The college district will submit written justification for all transfer of funds. (Multi-college districts will submit same for each campus.)

2. The college district will submit a revised budget schedule to reflect each change (deletions and additions and revised budget totals) signed by appropriate designated persons. (Multi-college districts will submit same for each campus.)

G. The college district will submit a DSGP mid-year report (ICCB 43) and an entire-year report (ICCB 43). (Multi-college districts will submit a report for each campus.)

H. The college district will submit a DSGP evaluation end-of-year report (ICCB 44). (Multi-college districts will submit same for each campus.)

I. The college district shall have the Disadvantaged Student Grant Program audited in accordance with audit procedures as described in the ICCB Uniform Accounting Procedures Manual.

1. DSGP audits are due in the ICCB Office October 15 of the fiscal year following the end of the contract on June 30.

2. The ICCB staff shall review audits in accordance with the Uniform Accounting Procedures Manual.

3. DSGP payments shall be included in the regular annual college audit report.

J. Subject to approval of the application, quarterly payments equal to 25% of the college district's total entitlement will be paid during August, November, February, and May.

APPROVAL OF UNITS OF RESEARCH

Illinois Statutes require that the ICCB and IBHE approve any unit of research established by an Illinois public community college. Currently major units of research as defined in those statutory sections are not being conducted by public community colleges. Should any college wish to establish a unit of research, a letter of application (including a copy of the complete proposal) would be sent to the ICCB Office.

Appendix A

Illinois Community College Board

ILLINOIS DEPARTMENT OF REGISTRATION AND EDUCATION LICENSED INSTRUCTIONAL PROGRAMS

Currently there are 32 professions, trades, and occupational groups that require state licensure and, therefore, come under rules and regulations of the Department of Registration and Education. Where community colleges propose instructional programs to train persons for any of these occupations, ICCB staff members closely cooperate with the Department of Registration and Education staff members to be sure that all requirements of the Department of Registration and Education are met. The 32 occupations presently licensed are listed below. It is the responsibility of the local institution proposing a program of education for one of these occupations to be sure that all requirements of the Department of Registration and Education are met in the plan for said program. ICCB staff will serve a liaison function in assisting local institutions, but the local institution has the responsibility for meeting Registration and Education requirements and securing Registration and Education approval of any proposed program.

Thirty-two Occupations Currently Licensed

1. Architects
2. Athletic Exhibitions
3. Barbers
4. Beauty Culturists
5. Chiropractors
6. Collection Agencies
7. Dental Practice
8. Detection of Deception Examiners
9. Detectives
10. Doctors (MDs, osteopaths)
11. Embalmers
12. Funeral Directors
13. Horseshoers
14. Land Sales
15. Land Surveyors
16. Nurses
17. Nursing Home Administrators
18. Optometrists
19. Pharmacists
20. Physical Therapists
21. Podiatrists
22. Professional Engineers
23. Psychologists
24. Public Accountants
25. Real Estate Borkers & Salesmen
26. Sanitarians
27. Shorthand Reporters
28. Social Workers
29. Structural Engineers
30. Tree Experts
31. Veterinarians
32. Weather Modification

Appendix B

Illinois Community College Board

FORMS FOR THE ICCB DIVISION OF EDUCATIONAL PROGRAM SERVICES

ICCB 10	Articulation Request Form
ICCB 15	Application for Approval of a Course (9/77)
ICCB 19	Proposed New Unit of Instruction (7/25/77)
ICCB 20	Application for Approval of a New Unit of Instruction (5/3/76)
ICCB 20A	Application for Approval of a Curriculum (7/76)
ICCB 21	Request for Approval of a Major (Minor) or Option of a Previously Approved Curriculum (submit four copies)
ICCB 22	Request for Approval of Exception to Policy 7.19
ICCB 23	Annual Report of Out-of-District Extension Courses Operated In Non-District Territory (4/80)

***** The following forms are available from the ICCB Office upon request *****

ICCB 40	Application for Disadvantaged Student Grant Program (3/80)
ICCB 41	Disadvantaged Student Grant Budget Schedule (3/80)
ICCB 42	Application Review Form for Disadvantaged Student Grant Program (3/80)
ICCB 43	Disadvantaged Student Grant Program Report (3/80)
ICCB 44	Evaluation of Disadvantaged Student Grant Program (3/80)

ARTICULATION REQUEST FORM
Between

_____ and _____

_____ _____

TO: _____ Date _____

_____

_____

_____

This is a request for evidence of articulation of a course being considered by the curriculum committee of this college. Attached you will find a catalog course description and a course outline. I would appreciate your evaluation of this course in light of the offerings at your institution.

Course Prefix	Course Number	Course Title	Dept.	Hours Credit (Qtr. or Sem.)	In What Major(s)
_____	_____	_____	_____	_____	(1) _____
					(2) _____
					(3) _____

1. Do you consider this course transferable to your institution? Yes _____ No _____

   a. If yes, into what area of General Education? _____

   b. If yes, in lieu of which course at your institution? _____

2. Do you consider this course transferable in the above listed majors?

			Department
(1) Yes _____	(1) No _____	(1)	_____
(2) Yes _____	(2) No _____	(2)	_____
(3) Yes _____	(3) No _____	(3)	_____

3. Do you consider this course transferable as a University-wide elective to be used to fulfill the hour requirement for graduation? Yes _____ No _____

4. Do you consider this course lower division? Yes _____ No _____

5. Other comments:

_____
Signature

Return to: _____

_____
Title

_____

_____
Date

_____
Institution

Illinois Community College Board

STEPS IN COURSE APPROVAL PROCESS

1. Campuses shall submit request for the approval of all new courses or changes to old courses to the ICCB Program Staff on Course Approval Request Forms (Form 15) along with other required materials such as course outlines and etc.

2. The ICCB Program Staff acts upon the request and submits it to the ICCB MIS Division for processing on ICCB Course Master File showing proper status (approval, disapproval, withdrawn, or approved but not eligible for apportionment.)

3. An update report (computer print-out) is sent to the campus MIS liaison person each week showing all transactions which have occurred to the master file for each college during the previous week.

4. A copy of Form 15 togeather with other required forms, if any, is sent back to the college showing the ICCB Program Staff action.

5. A complete listing of courses on the ICCB computer file will be sent to the MIS liaison person at each college during January and July of each year. Listings will also be available on request.

INSTRUCTIONS FOR FORM 15

A. Requests for the Approval of New Courses:

All items of the Course Approval Request (Form 15) need to be completed when requesting a new course except the sequence key and the course ending effective date which are used for changes in existing courses (found in the second box on the form). Please pay particular attention to the following items:

1. Complete all the items in the top box of the form 15. All new approval requests should be marked A-Add.

2. Credit hour and contact hour items have two decimal places. Request for a 4 credit hour course should be entered as 04.00.

3. Course Initial Effective Date must be on or prior to the beginning of the first day of the term for which apportionment is desired.

4. Course duration is equal to the total number of instructional days (including exam days) in an average full academic term on 5 days per week, regardless of the actual days of instruction per week, minus the number of official holidays.

   Example: In a 17-week semester with 5 holidays
   Course duration = 17 weeks x 5 instructional days per week - 5 holidays
   Course duration = 30 days

5. The curriculum information on the Form 15 pertains to the one primary curriculum under which that course can be approved.

STEPS IN COURSE APPROVAL PROCESS (Continued)

B. Request for Changes in Existing Courses (includes withdrawals):

To change any item on a presently approved course (expect a change in course prefix or course number), follow the procedure below:

1. Complete all the items in the top box of the Form 15. Note all changes should be marked C-Change. Withdrawal is considered a change in the Ending Effective Date.

2. Complete all the items in the second box. Since each change of a course generates a new sequence of the course on the computer file, check the course print-out and enter the sequence of the course. The Course Ending Effective Date (withdrawal date) must be after the last date of the course for which the previous sequence of the course will be eligible for apportionment.

3. Complete the item that you desire to change and circle this item in red.

4. Complete the Course Initial Effective Date. This date is the effective date of the change requested. For a course to qualify for apportionment for a given term, its effective beginning date must be on or prior to the beginning date of the course.

5. A change in an existing course in effect terminates the course as it existed on the ending effective date specified, and initiates the change requested. Therefore, the sequence is automatically incremented by one. The last sequence number indicates the number of changes made to an existing course over a period of time.

C. Changes in Course Prefix and Course Number:

Since the course prefix and course number determine the unique course identifier, any changes in course prefix or course number must be made by submitting two Form 15's. The first Form 15 will be used for ending out the course with the old prefix and number. This Form 15 should contain a Code C in Column 30 with the appropriate ending effective date. The second Form 15 must contain the new course prefix and number with all of the information completed on the Form 15 just like the new course including an A in Column 30.

APPLICATION FOR APPROVAL OF COURSE

Illinois Community College Board
ICCB 15
Revised September, 1977

This Application Request is For:
- _____ Adding a New Course
- _____ A Change in Existing Course, Other than Prefix and Number
- _____ A Change in Course Prefix and Number (See Instruction C)
- _____ Withdrawal of a Course

College Name _____ Campus Name _____

* Note - The Number of Allowable Characters (including spaces) are Annotated in Parenthesis.

District No. _____ (3) 3-5 Campus No. _____ (2) 6-7 Update Code _____ (1) (A-Add, C-Change) 80

Course Prefix _____ (5) 8-12 Course NO. _____ (4) 13-16

Course Title, _____ (36) 19-54 Course PCS Code _____ (2) 55-56 Course HEGIS Code _____ (4) 57-60

All of the Information in the Above Box Must be Completed or Form 15 cannot be Processed

Primary Curriculum Area:
Curric Prefix _____ (5) 69-73 Curric No. _____ (4) 74-77 Curric PCS _____ (2) Curric HEGIS _____ (4)

* Note -- This Area for Changes Only

Sequence Key _____ (2) 17-18 Course Ending Yr. Mo. Day _____ (6) 48-53

The Original Course Should be Retained Until this Date (See A3), B4 and B5 on Back of Form)

Credit Type _____ (1) 21 (D-Deg/Cert) (C-Cert. Only) Repeatable? _____ Y or N No. Times Repeatable _____ (1) 22 Variable Credit? _____ (1) (V-Var., N-Non Var.) 24

Credit Hours _____ (4) 25-28 Lecture Weekly Contact Hours _____ (4) 29-32 Lab Weekly Contact Hours _____ (4) 33-36 Course Duration (Express in Days) _____ (4) 37-40

Course Initial Effective Date Yr. Mo. Day _____ (6) 42-47

I hereby certify that the new course change listed above is an extension of a previously approved unit(s) of Instruction and meets the instructional criteria as contained in the following policies approved by the Illinois Community College Board: Policy Numbers 23.11, 23.12, 23.13, 23.24, 23.34, 23.38, 23.39, 23.40 - 23.44. 27.21, 33.30, 33.40 - 33.44, 3-.60, 33.71, and 33.72.

CONTACT _____
College Official Responsible

DATE _____

SIGNED _____
Chief Administrative Officer of District

* Do Not Write In This Area For Office Use

Approval Status 60 (1)
A-Approved, D-Disapproved, W-Withdrawn
N-Approved Not Eligible for Apportionment

Approval Date _____ (6) 61-66

Change Approval Date _____ (6) 67-72

Record Updated By _____ (3) 73-75

ICCB Staff Signature _____

21

25

Illinois Community College Board

PROPOSED NEW UNITS OF INSTRUCTION
(ICCB 19)

College/Campus: _____ School Year: _____

Individual to be Contacted: _____ Date Submitted: _____

1. Proposed Title of New Unit of Instruction: _____

   HEGIS Code: _____ Program Classification: District ____ Area ____ Regional ____ Statewide ____

2. Degree: _____ Credit Hours: _____ Certificate: _____ Credit Hours: _____

3. Expected Date of Implementation: _____

4. Number of Projected Students to Enroll in this Program:

   1st Year: Part-time _____ Full-time _____

   3rd Year: Part-time _____ Full-time _____

5. Manpower Need - Number of Openings Available for First Year Graduates of this Program: _____

   Information Source: _____

6. Please indicate if this relates to previously approved units of instruction at the college. Is it an option, spin off, part of the core, or other? _____

7. Will new facilities be necessary? _____ Yes _____ No Estimated Cost: _____

8. Will new FTE faculty be hired? _____ Yes _____ No Estimated # FTE Faculty: _____

9. Total Estimated Cost per Credit Hour per Student for New Courses: _____

10. Was this curriculum previously listed in the college's RAMP/CC submission: ____ Yes ____ No Year ____

NOTE: If you wish to supply additional information regarding the program, please attach a summary paragraph (no longer than one page) to this form.

PLEASE COMPLETE THE INFORMATION ON THE BACK OF THIS SHEET.

Program Description: Please briefly describe the purpose of the proposed program.

_____

_____

_____

_____

_____

Based upon the information contained in this Assessment of Need to Establish a New Occupational Program, the College Board of Trustees has authorized the college staff to proceed with planning for the program from the college district point of view and has authorized the submission of this Assessment of Need for the purpose of determining whether the proposed program appears desirable from a State staff point of view. A favorable State staff recommendation is hereby requested.

Date _____ Signed _____
Chief Administrative Officer of College District

* * * * * * * * * * * * * * *

Based upon the information contained in this Assessment of Need, the College is

_____ to develop this proposed program and submit an Application
(encouraged or discouraged)

for Approval of a New Instructional Program (ICCB Form 20). The ICCB Form 20 must be submitted not later than _____.

Date _____ Signed _____
Executive Director, Illinois Community College Board

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Illinois Community College Board

APPLICATION FOR APPROVAL OF A NEW UNIT OF INSTRUCTION
(FORM 20)

College (Campus) _____ District Number _____

Program Title _____ Submission Date _____

Proposed Date of Implementation _____ HEGIS Code _____

Program Administrator _____ Minimum # of Credit Hours Required _____

A. PROGRAM DESCRIPTION.

1. Check as many as appropriate. Indicate type of degree (AA, AAS, etc.).

_____	Degree	_____	Baccalaureate
_____	(Type)	_____	General Studies
_____	Certificate	_____	Occupational

2. Write, as it would appear in the college catalog, a brief program description giving particular attention to the specific student competencies to be developed. State major objectives of the program in clear, explicit terms that prospective students can use as an accurate description of the program.

College (Campus) _____ Program Title _____

B. JUSTIFICATION OF PROGRAM.

3. Student Interest. Based on your local survey of student interests, enter estimated enrollments for the initial term for the first three years of the program in the table below.

Enrollments	First Year	Second Year	Third Year
Full-time	_____	_____	_____
Part-time	_____	_____	_____
Full-time Equivalents	_____	_____	_____

Source of Information:

4. a. Check the category in which this program will be designated.

_____ District _____ Area _____ Regional _____ Statewide

b. Which of the following cooperative arrangements may be utilized to meet the needs of out-of-district students? (Definitions for each are listed in ICCB May Agenda Item #7B.)

_____ Interdistrict Agreement _____ Chargeback Agreement

_____ Proprietary Agreement _____ Out-of-District Extension

_____ Consortium Agreement _____ Access Agreement

_____ Interstate Agreement _____ Dual/Shared Agreement

College (Campus) _____ Program Title _____

C. ARTICULATION.

5. List contacts made with (a) local secondary school systems, (b) post-secondary educational institutions, (c) licensing agencies, and (d) other professional groups as appropriate to the new program for purposes of program articulation. Give details where firm commitments or contracts have been made. In addition, describe how this program fits into the mission and scope of the college.

6. List similar programs within the district including proprietary schools, area vocational centers, other post-secondary institutions, etc.

Institution or School	Program Title	Current Enrollment	# Graduates Annually

7. Describe efforts made to work out cooperative program arrangements or contracts with any institution listed above. Please describe any arrangements made as well as reasons for lack of cooperative arrangements.

College (Campus) _____ Program Title _____

8. Does the proposed program have a termination date?

_____ Yes _____ No If Yes, please indicate date: _____

D. FINANCIAL INFORMATION.

9. Estimated additional costs for the NEW courses and NEW direct supervision.

	First Year	Second Year	Third Year
a. (1) Number of NEW FTE faculty needed each year to implement this program (both part-time and full-time).	PT _____ FT _____	PT _____ FT _____	PT _____ FT _____
(2) Anticipated salary.	$ _____	$ _____	$ _____
b. Amount needed for NEW instructional equipment each year.	$ _____	$ _____	$ _____
c. Will present facilities be adequate each year?	Yes _____ No _____	Yes _____ No _____	Yes _____ No _____
d. (1) If present facilities are not adequate, what amount is needed for construction, renovation, and/or rental of physical facilities? (Attach an explanation)	$ _____	$ _____	$ _____
(2) Designate square footage.	_____	_____	_____
(3) Have the facility requests been included in the college RAMP/CC report?	Yes _____ No _____	Yes _____ No _____	Yes _____ No _____
e. Total estimated costs of NEW courses and NEW direct supervision.	$ _____	$ _____	$ _____

10. a. What is the projected total instructional cost per credit hour per student completing this proposed program based on the Unit Cost Study, chargeback calculations, or other information? (If a two-year program, include the cost for two years. Include both operating costs and appropriate calculations for new facilities and equipment.)

_____

College (Campus) _____ Program Title _____

b. Please break this instructional cost into the following program costs (by HEGIS disciplines):

HEGIS Category	Number of Credit Hours	Credit Hour Cost	Total Cost
Major Discipline:			
_____	_____	$ _____	$ _____
Related Instruction:			
_____	_____	$ _____	$ _____
_____	_____	$ _____	$ _____
_____	_____	$ _____	$ _____
_____	_____	$ _____	$ _____
Electives	_____	$ _____	$ _____
General Education:			
_____	_____	$ _____	$ _____
_____	_____	$ _____	$ _____
_____	_____	$ _____	$ _____
_____	_____	$ _____	$ _____
Electives	_____	$ _____	$ _____
Total Cost	_____	$ _____	$ _____

E. What is the name and title of the person(s) who should be contacted regarding this proposed program?

Name _____ Title _____

College (Campus) _____ Program Title _____

F. This proposed program was approved by the College Board of Trustees on _____

_____. State approval of this program is hereby requested.

Date _____ Signed _____
Chief Administrative Officer of College District

* * * * * * *

G. Approval of this program has been _____ by the Illinois Community College Board.
(granted or denied)

Date _____ Signed _____
Executive Director, ICCB

* * * * * * *

H. Approval of this program has been _____ by the Illinois Board of Higher Education. Date _____.
(granted or denied)

I. The granting of approval of this Application by the Illinois Community College Board and the Illinois Board of Higher Education requires the college to submit a Form 20A and Form 15's for all NEW courses.

NOTE: If the program is <u>denied</u> the College is to be advised why the program was denied in terms of (1) unnecessary duplication of existing program, (2) failure to establish need, (3) inadequate resources, (4) unsatisfactory curriculum, or (5) any other pertinent reason.

Comments: _____

_____

_____

_____

_____

The remaining portion of this document is to be completed for OCCUPATIONAL programs ONLY.

If additional space is needed to reply to any item, please attach additional pages as necessary.

College (Campus) _____ Program Title _____

Illinois Community College Board

OCCUPATIONAL PROGRAM PROPOSAL SUPPLEMENT

1. List the job titles and/or organizational affiliation of the members who served on the program advisory committee for this program. (Attached are the minutes of the _____ meeting.)

	Name	Affiliation
a.	_____	_____
b.	_____	_____
c.	_____	_____
d.	_____	_____
e.	_____	_____
f.	_____	_____
g.	_____	_____
h.	_____	_____
i.	_____	_____

2. Manpower Needs. Based on information available to the Illinois Community College Board for community colleges from various federal and state agencies, give estimates of national and state manpower needs appropriate to the proposed program. (Number of new and replacement job openings per year.) Also list source of information.

Projected Employment Opportunities	First Year	Second Year	Third Year
State	_____	_____	_____
Regional	_____	_____	_____
Local	_____	_____	_____

Source of Information:

College (Campus) _____ Program Title _____

3. Give examples of job titles used locally to designate the jobs for which above projections (Question 2) were made and enter projected salaries for typical program graduate.

4. List the beginning salary for a graduate in this program:

   a. Projected beginning salary: _____

   b. Average after two years' employment: _____

5. Are there any unique requirements (in addition to general college admission requirements) that the student must meet for admission to this program?

   _____ Yes _____ No

   If Yes, please list requirements.

6. Are program graduates required to meet examination or license requirements prior to employment?

   _____ Yes _____ No

   If Yes, please give details.

7. Can part of this program be completed by the student through advanced placement, credit by examination, or prior experience?

   _____ Yes _____ No

   If Yes, please give details.

College (Campus) _____ Program Title _____

8. Can this program be pursued by part-time (day and evening) students?

_____ Yes _____ No

If No, please explain.

9. Give evidence that the new program relates to the college's annual and long-range plans (RAMP/CC, AVTE, One and Five Year Plans, etc.) developed for AVTE and ICCB.

10. What evaluation or review guidelines and/or procedures will be used once the program is implemented? Identify the criteria for success or failure of the program.

11. Will the proposed program require an expansion of any support services on the campus?

College (Campus) _____ Program Title _____

12. a. Is a work experience, clinical practice, or field project a required part of this program?

_____ Yes _____ No

If Yes, please give details; or if experience is organized as a course, refer to course description.

b. List the anticipated location of the student station and the number of students to be placed in each.

Please submit the curriculum for the program on the form below. Indicate all new courses in the program by placing an asterisk in front of the course title.

Course Prefix	Course Number	AVTE Coding	HEGIS Code	Course Name	Lec.	Lab.	Cr.

NOTE: In addition to this information, Allied Health and the Nursing programs must respond to all questions in the IBHE "Guidelines for Proposed Allied Health Professional Education in Community Colleges" and "Guidelines for Proposed LPN and ADN Programs in Community Colleges" not specifically addressed in this proposal.

Illinois Community College Board
Form 20A
Revised July, 1976

Application for Approval of a Curriculum

This application request is for:
_____ Adding a new curriculum
_____ A change in existing curriculum, other than prefix & number
_____ A change in curriculum prefix and number (see Instruction C)
_____ Withdrawal of an existing curriculum

Name of College: _____ Name of Campus: _____

District No. ___ (1-3) Campus No. ___ (4-7) Curriculum Division Prefix ___ (8-12) Curriculum No. ___ (13-16) A - Add, C - Change ___ (20)

Curriculum Title _____ (19-54) Curriculum PCS Code _____ (55-56) Curriculum HEGIS Code _____ (57-60)

Degree or Certificate Type: ___ (21-22)

01 - Associate of Arts (AA)
02 - Associate in Science (AS)
03 - Associate in Applied Science (AAS)
04 - Associate in Liberal Studies (ALS)
05 - Associate in Arts and Science (AAS)
06 - Associate in General Education (AGE)
07 - Associate in General Studies (AGS)
08 - Do Not Use
09 - Other Associate Degrees
10 - Certificate of General Studies (30 Semester Hours or 45 Quarter Hours or more)
11 - Developmental and Preparatory Studies or Basic Skills
12 - Personal Development
13 - Intellectual and Cultural Studies
14 - Improving Family Circumstances
15 - Homemaking
16 - Health Safety and Environment
17 - Community and Civic Development
18 - Development and/or Review of Vocational Skills
19 - Do Not Use
20 - Certificate of Occupational/Career Studies (30 Semester Hours or 45 Quarter Hours or more)
30 - Certificate of Occupational/Career Studies (Less than 30 Semester Hours or 45 Quarter Hours)
40 - Certificate in General Studies of less than 30 Semester Hours or 45 Quarter Hours

Office of Education Curriculum Code (DVTE) (Occupational Curricula Only) ___ (61-68)

Type of cooperative program ___ (19-20)

Items in box apply to existing curriculum

Sequence Key _____

Curriculum Ending Effective Date yr mo da ___ (48-53)

This original curriculum should be retained until the above date.

Cooperative program with _____

c1 - Intra-district agreement with other community colleges of a given district. For example, Loop with Wright.
c2 - Inter-district agreement. For example, Elgin with McHenry.
c3 - Senior public institution agreement.
c4 - Private institution agreement.
c5 - Proprietary institution agreement.
c6 - Interstate agreement.
c7 - Local, state or federal agency agreement.

Minimum Credit Hours to Complete ___ (37-40) (4 digits, 1 decimal)

Curriculum Initial Effective date yr mo da ___ (42-47)

Date _____ Contact _____ College Official Responsible Signed _____ Chief Administrative Officer of District

Do Not Write Below This Line

Approval Request Date yr mo da ___ (54-59) ___ (60)

Approval Status: P - Pending, D - Disapproval, A - Approval, W - Withdrawn

Approval Date: yr mo da ___ (61-66)

Change Approval Date: yr mo da ___ (67-72)

Record Updated By: ___ (73-76)

ICCB Staff Member Processing Application _____

Illinois Community College Board

STEPS IN CURRICULUM APPROVAL PROCESS

1. Campuses shall submic to the ICCB Program Staff Curriculum Approval Forms (Form 20A).

2. The ICCB Program Staff acts upon the request and submits on ICCB computer master file showing proper status (pending, approved, disapproval, or withdrawn).

3. An update (computer print-outs) is sent to the campus MIS liaison person each week showing all transactions which have occurred to the master file for his college during the previous week.

4. The update from "pending" status to "approval" status or some other appropriate status is entered by the ICCB Program Staff for a given course at the time the action is taken. This will appear on the next update printout.

5. Copy of Form 20A together with other required forms, if any, is sent back to the campus showing the ICCB Program Staff action.

6. A complete listing of curricula on the ICCB computer file will be sent to the MIS liaison person in the respective colleges during January and July of each year. Listings will also be available upon request.

7. All additions and changes to curricula must be submitted on the Form 20A.

INSTRUCTIONS FOR FORM 20A

A. Requests for Approval of New Curricula:

All tiems of Form 20A need to be completed when requesting the approval of a new curriculum except the sequence key and the curriculum ending effective date (withdrawal date). Request for new curricula are to be coded with A-Add. The minimum credit hour field has one decimal place. For example, if the minimum credit hour is 62, it should be entered as 062.0.

B. Requests for Changes in Existing Curricula (includes withdrawal):

To change any items on a presently existing curriculum (except a change in curriculum prefix or curriculum number), follow the procedure below:

1. Complete all items at the top of the form which are enclosed in the horizontal box.

2. Indicate the sequence key of the printout of the curriculum which is being changed. (Items in square box.)

3. Indicate the Curriculum Ending Effective Date of the curriculum being changed. This is the last day the current curriculum will have approval status.

4. Complete the item that you desire to change and circle this in red.

5. Indicate the Curriculum Initial Effective Date. This is the effective date of the change requested. (Must be prior to start of first term offered.)

STEPS IN CURRICULUM APPROVAL PROCESS (continued)

C. For Changes in Curriculum Prefix or Curriculum Number:

Since the curriculum prefix and curriculum number determine the unique curriculum identifier, any changes in curriculum prefix or curriculum number must be made by submitting two Form 20A's. The first Form 20A will be used for ending out the curriculum with the old prefix and number. This Form 20A should contain a Code C in Column 80 with the appropriate ending effective date. The second Form 20A must contain the new curriculum prefix and number with all of the information completed on the Form 20A similar to the procedure for adding a curriculum, including an A in Column 30.

D. Cooperative Programs:

For all cooperative programs, list the type of cooperative (01 through 07) programs and the name of the cooperating institution or agency.

STATE OF ILLINOIS

ILLINOIS COMMUNITY COLLEGE BOARD

3085 Stevenson Drive
Springfield, Illinois 62703

REQUEST FOR APPROVAL OF A MAJOR (MINOR) OR OPTION OF A PREVIOUSLY APPROVED CURRICULUM

COLLEGE DISTRICT NAME & NO. _____

_____
TITLE OF REQUESTED MAJOR OR OPTION

CAMPUS _____

_____
CERTIFICATE OR DEGREE · NO. OF CREDIT -OURS

CITY _____

_____
PREVIOUSLY APPROVED FIELD
(i.e. BUSINESS 5000, DATA PROCESSING 5100 etc.)

THIS COPY TO

_____
PREVIOUSLY APPROVED CURRICULUM
(i.e. SECRETARIAL SCIENCE 5008 etc.)

PLEASE RESPOND TO THE FOLLOWING STATEMENTS BY ANSWERING YES OR NO. IF ANOTHER RESPONSE IS APPROPRIATE, MAKE NOTATION IN THE SPACE PROVIDED FOR COMMENTS.

1. IS A COPY OF THE FORMAT FOR THE PROPOSED OPTION OR MAJOR ATTACHED? _____

2. DOES THE PROPOSED OPTION OR MAJOR REQUIRE:
   a. THE EMPLOYMENT OF THREE OR MORE FTE FACULTY MEMBERS? _____
   b. EQUIPMENT PURCHASES OF MORE THAN $10,000? _____
   c. THE ADDITION OF NEW LABORATORY FACILITIES? _____
   d. STATEWIDE OR REGIONAL PLANNING CONSIDERATIONS? _____

3. DOES THIS OPTION OR MAJOR REQUIRE APPROVAL (REVIEW) BY OTHER AGENCIES, PROFESSIONAL GROUPS OR REGULATORY GROUPS? _____

4. ARE ANY NEW COURSES REQUIRED? _____

5. IF YES TO NO. 4 IS AN ICCB 15 ATTACHED WHICH LISTS THESE COURSES? _____

6. CONSIDERING THAT THIS UNIT WILL RECEIVE APPROVAL, IS A COMPLETED 20A ATTACHED? _____

_____
INDIVIDUAL TO BE CONTACTED

_____
CERTIFIED BY PRESIDENT OR CHANCELLOR

COMMENTS: _____

_____

_____

_____

_____
ICCB ACTION

_____
DATE

_____
ICCB REPRESENTATIVE

ICCB 21

REVIEWED BY _____

ICCB Form 22

ILLINOIS COMMUNITY COLLEGE BOARD
3085 Stevenson Drive
Springfield, Illinois 62703

REQUEST FOR APPROVAL OF EXCEPTION TO POLICY 7.19

This request is for: Initial Exception ☐ Renewal of Exception ☐ Request Date _____

College District _____ (Name) _____ (Number) _____ (Campus) _____ (Number)

This request is for a unit of instruction and courses previously approved. Yes____ No____
(If answer is No, complete Form(s) 19, 20, 20A, and Form 15's as appropriate.)

Curriculum Division Prefix_____ Curriculum No._____ Codes: _____ (PCS) _____ (HEGIS)

Curriculum Title _____ _____ (Certificate or Degree) _____ (No. Credit Hrs.)

List courses involved in curriculum: (If additional space is needed, attach extra sheet.)

Prefix	Course No.	Course Name	Credit Earned Per Week	Credit Earned Total

Approval of Exception is Requested for the Period of: 1 yr.____ 2 yr.____ Other_____

Please respond to the following statements by answering yes or no. For another response or explanation, use space provided for comments or attach an extra sheet.

1. Is a rationale for the requested exception including arguments for the need of such a special program attached? _____
2. Is the documentation attached for implementation of other ICCB policies on state funding 7.0-7.19 and procedures for awarding credit for state funding (II E)? _____
3. Are course outlines detailing the following information attached? _____
   (a) objectives, (b) course content, (c) method(s) for evaluating student progress, (d) method(s) of instruction, (e) typical weekly schedule of instructional activities, (f) total length of course including total hours of instruction, (g) prerequistie requirements (other courses or test scores), and (h) credit hours per week that a student may earn.
4. Is description of the special student clientele to be served attached? _____
5. Is a description of the screening process including comments on testing and selection of the student clientele attached? _____
6. If this is a request for a new unit of instruction, are the required form(s) 19, 20, and/or 20A attached? _____
7. If this request includes any new course(s) are the required Form 15's attached? _____

Comments:

_____ College Official Making Request

_____ Certification by President or Chancellor

_____ Request Reviewed by _____ Date

_____ Recommended ICCB Staff Action

_____ ICCB Executive Director _____ Date

Approved ☐ Disapproved ☐

Illinois Community College Board

PROCEDURES FOR APPROVAL OF "SPECIAL ACCELERATED PROGRAMS GENERATING MORE THAN ONE CREDIT HOUR/WEEK"

Policy 7.19 states:

> Course(s) claimed for state apportionment normally may not result in the production of more than one semester credit hour per week per student for state funding. Exceptions to this policy must be submitted for review and approval by the ICCB staff. Colleges may appeal a decision of the ICCB staff to a review committee appointed by the ICCB which will report its findings to the ICCB when contrary to the ICCB staff recommendation.

In order that community colleges may understand what type of program would qualify as a "special program," the term needs to be clearly defined. Programs included in the definition would include intensified or accelerated instructional scheduling for a special purpose (i.e., CETA, Gifted), and contain courses which would generate more than one credit hour per week. Such projects would be submitted in a proposal format, and be reviewed by staff for initial approval or disapproval.

Elements to be considered in the review by ICCB staff and the Credit Hour Review Committee would include:

(a) The ralationship to ICCB Policies 7.0-7.18 on state funding for credit hours;
(b) The relationship to ICCB Program Approval Procedure II-E for awarding credit to state funding;
(c) Documentation of need for an intensified or accelerated program (letters of support from community representatives);
(d) Student population identified with testing and screening to indicate special needs;
(e) Cost data including funding from other sources (grants);
(f) Complete program data on:
    1. how courses are intensified,
    2. schedule of classes and study time allotted for students,
    3. method of instruction-lecture hours, lab hours, and homework hours per week,
    4. how students are evaluated;
(g) Time period of project (i.e., one year, one semester) with automatic termination;
(h) Follow-up on students: grades, completers, placement, etc.; and
(i) Program evaluation as prescribed for all programs.

The application for an exception to ICCB Policy 7.19 is to be made on forms such as the attached.

Steps to be followed:

(a) College files application.
(b) ICCB staff reviews and either approves or disapproves. Approval authorizes state funding.
(c) If disapproved, the college may petition the Credit Hour Review Committee via letter to the Committee Chairman with a carbon copy to the Executive Director of the ICCB.
(d) The committee would meet and review the college's petition.
(e) If the committee finds in favor of and upholds the ICCB staff decision, the college will be so notified of the disapproval. If the committee finds in favor of the college, it will make a recommendation to the ICCB for approval of the college's request.
(f) The ICCB either approves or disapproves the college's request.

ICCB 23 (4/80)

ILLINOIS COMMUNITY COLLEGE BOARD
3085 Stevenson Drive
Springfield, Illinois 62703

Date _____

ANNUAL REPORT OF OUT-OF-DISTRICT EXTENSION COURSES OPERATED IN NON-DISTRICT TERRITORY

Name of College _____ District No. _____ Report of Extension Activities at _____

Please complete a separate form for each out-of-district extension center

Academic Year ____ - ____	Fall		Winter		Spring				
Title of Each Course Offered	Beginning Enrollment	Mid-Term Enrollment	Beginning Enrollment	Mid-Term Enrollment	Beginning Enrollment	Mid-Term Enrollment	Total Revenues Generated	Total Expenses Incurred	Balance
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									
11.									
12.									
13.									
14.									
15.									
Total									
Other revenues generated or expenses incurred									
Grand total									

Please complete the reverse side of the form if you wish to continue this extension program for 19__.

ICCB 23 (4/80)

PROPOSED EXTENSION COURSES FOR THE ____ - ____ ACADEMIC YEAR

Please complete a separate form for each out-of-district extension center operated in non-district territory.

	Title of Each Course to be Offered	Fall		Winter		Spring		Total Revenues Generated	Total Expenses Incurred	Balance
		Beginning Enrollment	Mid-Term Enrollment	Beginning Enrollment	Mid-Term Enrollment	Beginning Enrollment	Mid-Term Enrollment			
1.										
2.										
3.										
4.										
5.										
6.										
7.										
8.										
9.										
10.										
11.										
12.										
13.										
14.										
15.										
	Total									
	Other revenues generated or expenses incurred									
	Grand total									

College Official Submitting Data

Please attach an explanation of the need for the extension courses proposed along with any other information you feel will be helpful in evaluating this request for out-of-district extension offerings.

SEP 17 1982

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